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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Technical Review &amp; Policy Staff

DATE: 24 March 1955

FROM : Chief, Administrative Staff

SUBJECT: Weekly Activity Report

1. GENERALa. Agency Regulations (continued item)

(1) Office of Logistics concurrence has been submitted to the Regulations Control Staff regarding proposed Agency Regulation [REDACTED] Custody and Control of Funds, Certifying Officers.

(2) Office of Logistics comments have been submitted to the Regulations Control Staff regarding proposed Change 4 to [REDACTED] Receipt, Custody and Disbursement of Funds.

2. PROJECTS AND STUDIES IN PROCESSa. Establishment of Unvouchered Allotment Account for Unvouchered Headquarters Transportation Charges (completed item)

The Director of Logistics has signed the memorandum concurring in the proposed single confidential funds allotment and setting forth exceptions and recommendations for changes in the proposed handbook.

b. Survey of Inventory of Armed Forces Training Facilities (continued item)

The Office of Training has informed this Office that the Agency has obtained a slot for the Supply Management Course at Fort Lee, Virginia. Mr. [REDACTED] of the Supply Division has been accepted for the twelve-week program beginning 27 June 1955.

3. OTHER ITEMS OF INTERESTa. Personnel and Training (continued item)(1) Personnel Report (continued item)

[REDACTED]

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(2) Logistics Support Course (continued item)

Final reviews and critique will be held on March 24 and 25, led by the Office of Logistics Training Officer.

(3) Training for DD/S Career Development Trainee (new and completed item)

DD/S Career Development Trainee, began a seven-week training program this week with a briefing by the Director of Logistics and the Office of Logistics Training Officer. He will spend one to two weeks in each of the major Divisions.

(4) DD/S Training Officers Meeting (new and completed item)

At the DD/S Training Officers Meeting held on 22 March, the following items of interest were announced and discussed:

(a) A change in external training policy will require that all training requests involving an expenditure of \$175 or more must be approved by the DD/S prior to submission to the Office of Training.

(b) The Office of Logistics (as well as other administrative components) is being asked to provide OTR with a logistics instructor on a full-time basis in order to expand the logistics presentation in the existing Basic and Administrative Courses. The person selected will be transferred to the Office of Training for a thirty-month tour and will then return to the Office of Logistics, which will provide a replacement. This is part of a planned program to improve and implement the administrative type courses offered by OTR.

(5) Other Current Training (new and completed item)

(a) Administrative Officer, completes his Logistics training this week with an orientation at the

(b) Mr. scheduled for a position in is receiving special training in Procurement procedures this week.

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(c) [REDACTED] newly assigned to the Planning Staff, is receiving orientation in the Real Estate and Construction Division this week.

b. Action as Result of Inspector General's Report (new and continued item)

(1) A status report covering corrective action to be taken by this Staff based on findings in the Inspector General's Report on the survey of the Office of Logistics dated 22 January 1955 is being prepared and will be submitted to the Director of Logistics by 1 April 1955, and monthly thereafter until 1 July 1955 or until action is complete.

(2) A memorandum is being prepared by this Staff for submission to the Chief, Management Staff requesting that the Security Staff become a Branch of the Administrative Staff as recommended in the Inspector General's Report of 22 January 1955.

(3) A memorandum is being prepared by this Staff for submission to the Assistant Director for Collection and Dissemination requesting comments on recommendations by the Inspector General to reassign responsibility for headquarters Mail and Courier Service and the [REDACTED] involved from the Office of Logistics to OCD.

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c. Rescheduling Office of Logistics Funds - FY 1955 (new and completed item)

The Budget and Fiscal Branch, OL, is in the process of drawing up spread sheets providing data on the budgeted, allotted, obligated, and recommended adjustments in Office of Logistics fiscal year 1955 allotments for purposes of re-scheduling, where necessary, total available funds. In this connection the Budget Officer has met with the Deputy Chief, Supply Division, and with representatives of the Transportation Division for purposes of reaching an understanding of the funds requirements of their respective areas.

d. Third Quarter Obligations OL Funds - FY 1955 (new and completed item)

The OL Budget Officer has contacted the Chiefs of the Contact and Purchase Branches of the Procurement Division for the purpose of explaining the necessity of trying to have on the Agency's fiscal records by 31 March 1955 a reflection of

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firm obligations for as large an amount as possible of the commitments placed against the 6800 allotment series of the Office of Logistics. This stems from the need for having 3rd Quarter fiscal reports reflect an advantageous obligation picture for OL in the event that the Bureau of the Budget again issues a circular similar to that issued in fiscal year 1954 which limited 4th Quarter obligations to totals incurred during the 3rd Quarter.

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f. Red Cross Drive (continued item)

The weekly Red Cross contribution report covered 106 employees and totaled \$137.35. A total of \$655.05, representing 390 employees, has been reported to date.

g. Mail and Courier Activities (continued item)

(1) Mail Activities

Increase or decrease  
over previous report

Post Office Mail

Incoming

4,661

/ 321

Outgoing

6,848

- 468

11,509

- 147

Postage Expended

\$767.11

- \$159.79

(2) Courier Activities

Scheduled Courier Trips 305

Special Courier Trips 126

- 18

Inter-Agency Mail by Courier

Incoming

2,412

/ 619

Outgoing

3,239

/ 456

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4. SPECIAL PROBLEMS

It has been brought to the attention of this Office that the continuing application of the one-grade promotion policy is causing some morale problems. This matter will be placed on the agenda for the next Logistics Career Board meeting for discussion.



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